

GOVERNMENT OF THE DISTRICT OF COLUMBIA



MEMORANDUM

TO: Adrian M. Fenty, Mayor
Dan Tangherlini, City Administrator

FROM: Kevin Donahue, CapStat Director

DATE: March 19, 2008

SUBJECT: Action Items from CapStat Session 3.19.08

On March 19 2008, Mayor Adrian M. Fenty conducted a CapStat on the Child Fatality Review Committee (CFRC). This memo identifies specific action-items committed to during the CapStat session.

Office of the Chief Medical Examiner/Office of the City Administrator

1. Introduce several process reforms to increase the effectiveness of the CFRC. These include:
 - a. Agency Director participation in CFRC accountability meetings
 - b. Use these sessions to review recommendations and track implementation progress
 - c. Incorporate case-specific details of recent incidents into these review
 - d. Maintain organizational alignment of CFRC with the OCME, and work closely with the Office of the City Administrator to generate greater cabinet-level attention on recommendations**Deadline: April 30, 2008.**
2. Continue implementation of process reforms introduced just prior to CapStat session, including:
 - a. "Recommendation Template" for creating consistent quality and specificity across recommendations
 - b. Web-based tracking of recommendations and implementation status**Deadline: Immediate.**

Follow-up session:

- Begin monthly accountability sessions in April